

# FLEET MECHANIC I

**GRADE: 13**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Fleet Mechanic performs intermediate skilled work in the maintenance and repair of municipal vehicles and equipment. The incumbent in this class performs preventative maintenance and repairs to City vehicles including but not limited to automobiles, light-heavy trucks, buses, refuse packers, ground maintenance equipment, off road and seasonal equipment. The incumbent has contact with coworkers and on occasion, employees of other divisions and departments. The physical demands are considerable under what can be disagreeable working conditions. The incumbent's work is subject to general directions of standardized practices and procedures with meaningful impact.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Performs preventative maintenance and repair of City vehicles including motorcycles, sedans, light trucks, medium and heavy diesel trucks as well as specialized equipment.
- Performs basic diagnosis of problems on equipment and may perform electronic testing.
- Works primarily with but is not limited to working with brakes, engines, lighting, electrical, hydraulic, suspension, drive train, suspension, and body systems..

- Performs general repair work on all equipment, engines, transmissions components.
- Performs road service and, if necessary, tows equipment to shop for repairs.
- Assists more experienced mechanics with complex repairs of all systems.
- Assists more experienced mechanics with fabrication.
- Ensure that all safety procedures are followed.
- Perform all preventive maintenance procedures.
- Performs related work as assigned.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a High School diploma or GED, and two years experience working in the automotive, truck or equipment maintenance/repair field. ASE certifications will be strongly encouraged. Must possess or be able to obtain a Commercial Driver's License within 30 days of employment.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of the standard practices and tools of the automotive trade.
- Knowledge of the operating principles of all components found on gasoline or diesel powered vehicles or equipment.
- Knowledge of the operating principles of hydraulic systems such as found on earth moving equipment, refuse trucks, salt spreaders and street sweepers.
- Knowledge of the use and maintenance of tools and equipment, including electronic diagnostic and testing equipment used in the automotive maintenance field.
- Thorough knowledge of the occupational hazards and safety precautions of the automotive mechanic's trade.
- Knowledge of tow-truck operations and towing procedures.
- Ability to use lifts, jacks, hoists, lube equipment, tire changing machines, fluid changing machines and forklift.
- Ability to work independently, and to understand and follow oral and written instructions, service charts and maintenance manuals.
- Ability to weld with professional quality steel cast iron and aluminum.
- Ability to use machinery such as metal lathes, brake lathes and drill presses.
- Ability to fabricate specialized parts and equipment to serve a need or to make repairs.
- Ability to fill work orders and keep related shop records - being accountable for all time and materials needed for repairs.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to use PC and fleet maintenance system.
- Ability to perform tasks which normally require lifting up to 60 lbs. on a regular

basis and over 60 lbs. on an occasional basis.